

Application to Register a Food Premises

Food Act 1984

Information for Food Businesses – Food Act Registration or Notification

The Food Act 1984 (the Act) regulates the sale of food for human consumption. From 1 July 2010 a new food premises classification system applies to all food premises operating in Victoria.

If your business sells food you must either register with, or notify, the council in which the premises is located. This information sheet explains whether you will need to **register** or **notify**.

Please note: You must attach this page to your application or notification to register, renew or transfer a food premises forms.

Food Act Application for Registration or Notification

There are now four classes of food premises – class 1, class 2, class 3 and class 4. The new classification system means that regulatory requirements are better matched to the level of food safety risk associated with the food handling activities at different types of premises. Class 1 has the highest and class 4 the lowest level of legal requirements. In summary, the new classes are:

- Class 1 – hospitals, child care centres and aged care services which serve high risk food.
- Class 2 – other premises that handle high risk food unpackaged food.
- Class 3 – premises that handle unpackaged low risk food or high risk pre-packaged food, and warehouses and distributors.
- Class 4 – as described below.

Classes 1, 2 and 3 premises must **register** with the council

Class 4 premises must **notify** the council.

You will be a class 4 premises and only need to notify if your only food handling activities are as follows:

- The sale of shelf stable pre-packaged low risk food such as confectionery, crisps, frozen ice cream, milk, bottled drinks – for example, newsagents, pharmacies, video stores and some milk bars.
- The sale of packaged alcohol – for example, bottle shops.
- The sale of uncut fruit and vegetables – for example, farmer's markets, green grocers and wholesalers.
- Wine tasting (which can include serving low risk food or cheese).
- The sale of packaged cakes (excluding cream cakes).
- The supply of low risk food, including cut fruit, at sessional kindergarten or child care.
- Simple sausage sizzles at stalls, where the sausages are cooked and served immediately. This means sausages, sauce, onions and bread. (This does not include hamburgers or other high risk foods).

For a full list of class 4 activities go to <http://www.health.vic.gov.au/foodsafety>

Please mark one of the following:

1. The only food handling activities at my premises are as described above.
Please complete a notification of a food premises form and submit to council for confirmation.
2. The food handling activities carried out at my food premises involve other activities that are not listed above.

If you marked box 2, you may be required to register with the council.

Please contact the council to discuss:

- the process for registering your premises using the application to register a food premises form; and
- when your premises is a class 1, 2 or 3. This will decide whether you require a food safety program and/or a food safety supervisor.

If you operate a **supported residential service**, you will need to inform the council whether the majority of your residents are aged persons.

Council will ask if you handle or intent to handle high risk foods. This means foods that require temperature control (refrigeration or heating). For example: meats, chickens, fish smallgoods, custard, cream, salads, cooked pasta, eggs and sandwiches.

The attached notification of a food premises form may not be used by your council for community group events. Please contact your council to obtain the appropriate form.

Appendix A



Hindmarsh
Shire Council
Hindmarsh Shire Council
Tel: (03) 5391 4444
www.hindmarsh.vic.gov.au

**Application to Register a
Food Premises
Food Act 1984**

Council Use Only

Application Number:

Application Date:

Ledger Number:

Date of Registration:

Fields marked with an asterisk (*) are mandatory and must be completed.

Important

Please read the pre-application information section at the beginning of this form. If your premises is listed as a class 4, please complete a notification form instead of this registration form.

Proprietor Details

Title*

Surname*

Given Names*

If the proprietor is a company or association, specify name of person completing the application and authority (e.g. Director of Company)

Authority

Business Name

Company Name (if applicable)

Street Address / Postal Address*

Suburb / Town*

State*

Postcode*

Please provide at least one number and include the area code*

Business Phone

After Hours

Business Fax

Mobile

Email

Premises Details

Trading name of Premises

Address

Street Address*

Suburb / Town*

State*

Postcode*

Contact person at premises *(if not the proprietor)*

Title*

Surname*

Given Names*

Please provide at least one phone number and include the area code*

Business Phone

After Hours

Business Fax

Mobile

Email

Type of food Premises*

Food vehicle details *(if applicable)*

Registration Number

Make

Model

At what address is the vehicle garaged when not in use?

Street Address

Suburb / Town*

State*

Postcode*

Community Group

A community group is a not for profit organisation or a person(s) undertaking a food handling activity solely for the purpose of raising funds for charitable purposes or for a not for profit organisation.

Are you a community group that sells food up to two consecutive days at a time and most food handlers are volunteers?

YES NO

- If **NO**, go to section: *Food related details*

If YES, are you selling ready to eat high risk food?

YES NO

- If **NO**, you are classified as a class 3. Go to section: *Classification*

If YES, is all of the high risk food cooked on site with the intention of serving immediately?

YES NO

- If **YES**, you are classified as a class 3. Go to section: *Classification*

- If **NO**, you are a class 2, however you are exempt from the food safety supervisor requirements. Go to section: *Classification*

Food related details

This section is to be completed in discussion with the Local Council. The answers will determine the classification of your food premises – class 1, 2 or 3.

Q1. Are you a wholesaler / distributor of pre-packaged food?

YES NO

If **YES**, is this the only food handling activity at your premises?

YES NO

*If **YES**, you are classified as a class 3. Go to section: Classification*

*If **NO**, proceed to question 2*

Q2. Is the food prepared or served exclusively for people or patients in an aged care service, hospital, or meals on wheels service?

YES NO

*If **YES**, you are classified as a class 1. Go to section: Classification*

*If **NO**, proceed to question 3*

Q3. Is the food prepared or served exclusively for children at a childcare centre?

YES NO

*If **NO**, proceed to question 4*

If **YES**, is the food high risk?

YES NO

*If **YES**, you are classified as a class 1. Go to section: Classification*

*If **NO**, proceed to question 5*

Q4. Are you a greengrocer that only sells fruit, vegetables and/or packaged food?

YES NO

*If **NO**, proceed to question 5*

If **YES**, do you prepare fruit salad, fruit juice or salads?

YES NO

*If **YES**, you are classified as a class 2. Go to section: Classification*

If **NO**, do you cut/slice fruits and vegetables?

YES NO

*If **YES**, you are classified as a class 3. Go to section: Classification*

*If **NO**, you do not require Food Act Registration. You only need to complete the notification form.*

This section is to be completed in discussion with the local Council. The answers will determine the classification of your food premises – class 1, 2 or 3

Q5. Do you handle any food that does not require refrigeration?

YES NO

Is any of the food pre-packaged?

YES NO

Is any of the food being prepared/made and sold directly to the public?

YES NO

Is any of the food being manufactured on the premises to be sold to retail shops/wholesale/distributor?

YES NO

Is any of the food being re-packaged?

YES NO

Q6. Do you refrigerate, cook and/or reheat food?

YES NO

Is any of the food pre-packaged?

YES NO

Is any of the food unpackaged?

YES NO

Is any of the food being prepared and sold directly to the public?

YES NO

Is any of the food being manufactured and sold to retail shops/wholesale/distributor?

YES NO

Classification

Following discussion with the Council about your food handling activities, select your food premises classification below as advised by your Council:

Food Premises Classification*

Class 1

Class 2

Class 3

Classification selection is necessary so that you can complete the remainder of this application form.

For further information, refer to the Food Classification Tool at www.foodsmart.vic.gov.au/foodclass

If your food premise is classified as class 1 or 2, go to section: Food Safety Program (FSP).

If your food premise is classified as class 3, proceed directly to section: Declaration.

Food Safety Program

Class 1 and 2 food premises only.

You must complete either question (1) Standard Food Safety Program or question (2) Non Standard Food Safety Program, depending on the type of program used at the premises.

Q1. Do you have a Standard Food Safety Program?

YES NO

If **NO**, proceed to question 2

If **YES**, please select the type of FSP and proceed to section: Food Safety Supervisor

Food Safety Program Template for Class 2 Retail & Food Service Businesses No. 1. Version 2

Food Smart (Online)

Other FSP template registered by the Secretary of Department Health

Name of program

Registered number of template

Q2. Do you have a Non Standard Food Safety Program (Independent FSP)?

YES NO

Has the premises been audited by an approved food safety auditor?

YES NO

If the answer is **NO**, specify when the premises is to be audited

Date of Audit

Name of Food Safety Program

Declared QA Food Safety Program

Has the FSP been prepared under a QA system or code declared under the Food Act?

YES NO

If **NO**, proceed to section: Food Safety Supervisor

If **YES**, complete the following details:

- Specify the declared QA system or code:

- Audit certificate attached: YES NO
- If **YES**, attach the certificate from the food safety auditor confirming that the program has been prepared under and conforms with that QA system or code.
If **NO**, specify the date when the audit is to be undertaken:

Does the FSP include competency based or accredited training for staff of the premises?

YES NO

If **YES**, you are exempt from the food safety supervisor requirement.

Required Documents

There are no attachments if you have a template standard food safety program.

Class 1 Premises:

- Copy of the Non Standard / Independent Food Safety Program. Only (1) copy.
- A current certificate from an approved Food Safety auditor indicating that the FSP is adequate *only if applicable*. Only (1) copy.

Class 2 Premises:

- A current certificate from an approved Food Safety auditor stating that the FSP meets the requirements of the Act *only if available*. Only (1) copy.
- If you have not attached the current certificate from an approved auditor, attach a copy of the Non Standard / Independent Food Safety Program. (*Do not attach QA systems*)

Food Safety Supervisor

Class 1 and 2 food premises only.

By checking this box, I confirm that I have read and understood all the statements above*

Please note that a Food Safety Supervisor is not required if the food premises:

- has a declared QA Food Safety Program that includes competency based or accredited training for staff on the premises; or
- is a community group that is exempt as described on page 2 of this form.

Payment Details

--

Declaration

Signature*

--

Print applicant name*

--

Date*

--

Signature*

--

Print applicant name*

--

Date*

--

Proposed new proprietor

Signature

--

Print applicant name

--

Date

--

Proposed new proprietor

Signature

--

Print applicant name

--

Date

--

Privacy Statement

The information gathered in the form is used by Council to process the application. To view Council's privacy policy, please either visit Council's offices or go to www.hindmarsh.vic.gov.au.

Lodgement

If you intend to post or fax this form, please use the details provided below:

Hindmarsh Shire Council
PO BOX 250
NHILL VIC 3418

Telephone: (03) 5391 4444
Fax: (03) 5391 1736
Email: info@hindmarsh.vic.gov.au
Website: www.hindmarsh.vic.gov.au